



Cardinia  
Community  
Foundation

# Dedicate a Named Fund in Memoriam

Their life, their impact and their legacy.

## In Memory of a loved one

We all have great memories of those we've lost – their kindness, laughter and wisdom. These moments remind us of their warmth, generosity and the difference they made in the world.

A Named Fund established through the Cardinia Community Foundation will ensure that your loved one's values and passions continue to create positive change. It is a permanent way of honouring someone's legacy in a philanthropic way.

The creation of a Named Fund is not just a way to honour your loved one's memory; it's a way to keep their spirit alive. Every contribution to these funds helps to further the Cardinia community and ensures that your loved ones impact will continue to grow.

### Giving made easy

This is a simpler way of giving, that is tax deductible and carefully managed. By consolidating, investing and growing donations, the Cardinia Community Foundation is building long-term, reliable funding streams for the community of which your loved one was a part of.

Your donations can then make a bigger impact. You or others can add to it at any time.

As grants are only made from the income of our corpus, this initiative will have lasting benefits, effectively giving forever. Grants are distributed to local causes that align with the communities' priorities - health and wellbeing, environment, social inclusion and arts.

### Let's get started

Talk to us. We can answer all your questions and make all the arrangements needed to start your journey with the Cardinia Community Foundation. Or, you can simply fill out the attached form and return it to us.





# NAMED FUND ESTABLISHMENT

With our expertise in the investment of funds and grant-making, along with deep connections across the region, we are well-positioned to ensure that donations are used effectively to strengthen the community as the donor intends. Establishing a Named Fund is an efficient and straightforward alternative to setting up a private fund. There are no complex compliance issues or ongoing costs such as accounting, audit, or legal fees. A Named Fund offers a lasting legacy for the Cardinia Shire community, and donations to the fund are tax-deductible. Once established, donated funds are pooled and invested, with the income used to provide grants to local charities.

## KEY FEATURES

### Legal structure

A Named Fund is administered as part of The Trustee for the Cardinia Community Foundation (ABN 69 697 426 233) endorsed by the Australian Taxation Office (ATO) as a Deductible Gift Recipient (DGR2).

A Named Fund is not operated as a separate entity within the Trust. The Trustee for the Cardinia Community Foundation (ABN 69 697 426 233) is the not-for-profit trustee and administers the Trust Fund.

### Establishment

A Named Fund can be set up quickly, once you have completed the Named Fund Establishment Form. The minimum establishment donation is \$20,000 and it will form part of the Cardinia Community Foundation's Trust.

### Naming

You can name your Named Fund (within the ATO guidelines). Grants made to Eligible Charities from your Named Fund will refer to this name. Please advise us if you would prefer to remain anonymous.

### Named Fund Advisory Committee

The Donor may establish a Named Fund Advisory Committee to develop grant making recommendations or for support with fundraising or grant making requests. Advisory committees are not separate legal entities, they are not required to be incorporated, and they can only make recommendations to the Cardinia Community Foundation.

## **Investment Approach**

The Cardinia Community Foundation's Board holds legal responsibility for all decisions related to the investment of funds. The Finance, Investment, and Governance sub-committee manages the asset allocation strategy and investment activities, aiming for long-term growth while maintaining a conservative approach. An annual report on the investments and the application of the management account may be provided to the Donor at the Board's discretion.

## **Grant Process**

All grants made by the Cardinia Community Foundation must be for charitable purposes as defined in law and must align with the Cardinia Shire Council's Livability Plan. As a public ancillary fund, foundation distributes a minimum percentage of its corpus each year, calculated at the consolidated trust fund level. The annual grant round is open to all local charities in the Cardinia Shire that hold DGR1 status. The Grant Distribution sub-committee reviews grant applications, and appropriate applications are forwarded to the Named Fund Advisory Committee for advice.

The Cardinia Community Foundation may allocate funds from the Named Fund, along with other funds, without prior consultation with the Donor and is not required to respond to specific grant-making requests from the Donor.

## **Annual Distribution**

The amount of funds allocated to the Named Fund for an annual grant will be the percentage of investment income received, less annual fee if applicable.

## **Fee**

There are no fees to establish a Named Fund, however an annual fee of 1.5% applies to the annual earnings, covering professional investment advisory and grant administration costs.

## **Named Fund Recognition**

As a Named Fund Partner, you will receive invitations to events, recognition in our publications and media, and updates through regular newsletters. The Cardinia Community Foundation will include details about Named Funds, donors, and grants in its publications and on its website. The Named Fund Advisory Committee will acknowledge its role in relation to the Named Fund within the foundation and ensure that written communications clearly indicate that the funds are part of the Named Fund within the Cardinia Community Foundation.

## Conditions of Donor Gifts and Assets

- The gifts form part of the funds of the Cardinia Community Foundation and do not form a separate fund.
- It cannot be refunded at any time.
- The Cardinia Community Foundation may change the name of the Named Fund if it is required under law or recommended by the ATO and will seek input from the Donor as to the change in name.
- The gifts will not be invested separately from the funds of the Cardinia Community Foundation.
- The assets will not be separately accounted for in the statutory financial statements of the Cardinia Community Foundation, although separate management accounts in respect of the assets will be maintained for the purposes of internal management and identification.
- The Cardinia Community Foundation reserves the right to cease maintaining a Named Fund and merge its assets into the general accounts of the Cardinia Community Foundation if necessary.
- The Donor may contribute to the Named Fund as a one-time donation or make ongoing contributions.

## Payment of Donations

Deposits for your donation:

Bank Account Name: Cardinia Community Foundation LTD

BSB: 633 000

Account Number: 152 851 903

Reference: Your named fund

If you wish to pay via credit card, please contact us for a link.

## Contact Details

Email: [admin@cardiniafoundation.org](mailto:admin@cardiniafoundation.org)

Phone: 03 5945 0766

Address: PO Box 9, Pakenham, VIC, 3810

## Named Fund Establishment

### Primary Contact - Full Name

### Address

### Suburb:

### State:

### Postcode:

### Phone Number:

### Email Address:

### Preferred method of contact:

### Secondary Contact - Full Name

### Address

### Suburb:

### State:

### Postcode:

### Phone Number:

### Email Address:

### Preferred method of contact:

## Name of Fund

### Name you would like your Named Fund recorded as:

Please note to meet ATO requirements you cannot use the word "Foundation" in the fund name.

## Donor Grant Preferences

The Cardinia Community Foundation Grants are aligned with the Cardinia Shire Council's Livability Plan. We track our collective impact across six key focus areas: education, health and wellbeing, social cohesion, the environment, the arts and crisis support. Taking this into consideration, describe the areas of interest or specific charities of interest which the Trustees may take into consideration when making grants:



## Your involvement with The Cardinia Foundation

We invite you to join the Cardinia Community Foundation's advisory committee or events, please indicate your interests below (if you wish to change your preference at any time, please advise us in writing):

- I would like to advise my grant preference annually
- I would like to receive invitations to local events
- The foundation may acknowledge my Named Fund on its website, social media and website
- The foundation may contact me to be involved in their newsletter or newspaper articles

## Donation

I will make an initial unconditional donation of \$  to The Cardinia Community Foundation.

## Privacy Policy

The Cardinia Community Foundation from time to time includes information about its donors, fundholders and grants in newsletters, publications and on its website. In addition, donors and fundholders are named in approval letters to grant recipients and grant recipients are requested to acknowledge the Foundation and the relevant fundholder in material. Please indicate if you would prefer to remain anonymous.

- I would prefer for my fund to remain anonymous

## Acknowledgements and Signature

- the gifts form part of the trust fund of the Cardinia Community Foundation and do not form a separate fund and the gift cannot be refunded at any time;
- the Trustee may change the name of the management account if it is required under law or recommended by the ATO and will consider any request from the Donor as a change in name;
- the assets will not be invested separately from the trust fund;
- the assets will not be separately accounted for in the statutory financial statements of The Cardinia Community Foundation, though separate management accounts in respect of the assets will be maintained for the purposes of internal management and identification. The Trustee may provide reports of the investments and application of the management account to the Donor but is not to be under an obligation to do so;
- the Trustee may at any time cease to maintain a management account and account for the money and investments in the general accounts for the Trust Fund.

**Name of Fund Holder**

**Name of Chair**

**Signature of Fund Holder**

**Signature of Chair**

**Date**

**Date**

